

### GSGLA E-Newsletters Summary

*Below is a list of all of our council newsletters used as news resources for GSGLA's various audiences.  
Content must be submitted by supervisors, or with supervisor approval.*

***Please submit content via our [Newsletter Submission Form](#).***

***Click each newsletter below to view the 2016–17 deadline schedule (w/ Outlook Reminders).***

***NOTE: All dates are subject to change.***

#### Monthly Newsletters:

| Newsletter                              | Audience                                   | Content Deadline               | Send Date                | Contact   |
|---|--|--------------------------------|--------------------------|---|
| <a href="#">Great News!</a>             | All members                                | Tuesday prior by EOD           | 1 <sup>st</sup> Thursday | Sara Williams, <a href="mailto:communications@girlscoutsla.org">communications@girlscoutsla.org</a> |
| <a href="#">Great Friends!</a>          | Donors, alumnae, nontraditional volunteers | Tuesday prior by EOD           | 3 <sup>rd</sup> Thursday | Sara Williams, <a href="mailto:communications@girlscoutsla.org">communications@girlscoutsla.org</a> |
| <a href="#">Troop Level Newsletters</a> | Troop leaders, segmented by level          | Tuesday, 2 weeks prior, by EOD | 4 <sup>th</sup> Thursday | Faith Myhra, <a href="mailto:fmyhra@girlscoutsla.org">fmyhra@girlscoutsla.org</a>                   |

#### Bi-Weekly Newsletters:

| Newsletter                               | Audience  | Content Deadline                                   | Send Date                                   | Contact  |
|--|---|--|---|--|
| <a href="#">Future Focus</a>             | Staff   | 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday by EOD | 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday | Melanie Larsen, <a href="mailto:submissions@girlscoutsla.org">submissions@girlscoutsla.org</a> |
| <a href="#">Service Unit Team Update</a> | Service unit team members, Go Team leads, adult educators | Tuesday (same week as send day) by EOD             | 2 <sup>nd</sup> and 4 <sup>th</sup> Fridays | Faith Myhra, <a href="mailto:fmyhra@girlscoutsla.org">fmyhra@girlscoutsla.org</a>              |

#### Seasonal Newsletters:

| Newsletter                                 | Audience    | Content Deadline                                     | Send Date                         | Contact   |
|--|-------------|--|-----------------------------------|---|
| <a href="#">Nut-e-Grams</a> (Fall Product) | All members | Tuesday prior by EOD<br>w/ approval by Teri Proffitt | Tuesdays, biweekly, Oct.-Nov.     | Sara Williams <a href="mailto:communications@girlscoutsla.org">communications@girlscoutsla.org</a>  |
| <a href="#">Cookie Grams</a>               | All members | Tuesday prior by EOD<br>w/ approval by Teri Proffitt | Tuesdays, weekly, Jan.-March      | Sara Williams, <a href="mailto:communications@girlscoutsla.org">communications@girlscoutsla.org</a> |
| <a href="#">Camp-raderie Courier</a>       | All members | Tuesday prior by EOD                                 | 3 <sup>rd</sup> Tuesday, monthly, | Sara Williams, <a href="mailto:communications@girlscoutsla.org">communications@girlscoutsla.org</a> |

|  |  |                                      |            |  |
|--|--|--------------------------------------|------------|--|
|  |  | w/ approval<br>by Annie<br>Markowitz | April-Aug. |  |
|--|--|--------------------------------------|------------|--|

## Templates for content (Please list the content under the appropriate audience.)

### **SEND TO: All Members/Volunteers**

**Heading** (*bold face, 14pt, Calibri, Girl Scout green*)

Description: 12pt, Calibri, Single Spaced, Shifted left, **bold any deadlines/dates**

Graphic/Image (if any) attached as separate file.

Hyperlinks: underlined in blue

### **SEND TO: Troop Leaders ONLY - specify level if any**

**Heading** (*bold face, 14pt, Times, Girl Scout green*)

Description: 12pt, Times, Single Spaced, Shifted left, **bold any deadlines/dates** (200 words max)

Graphic/Image (if any) attached as separate file.

Hyperlinks: underlined in blue

### **SEND TO: SU Team Members/Leads/ AEs ONLY**

**Heading** (*bold face, 14pt, Calibri, Girl Scout green*)

Description: 12pt, Calibri, Single Spaced, Shifted left, **bold any deadlines/dates** (200 words max)

Graphic/Image (if any) attached as separate file.

Hyperlinks: underlined in blue

### **SEND TO: GSGLA Staff ONLY**

**Heading** (*bold face, 18pt, Calibri, Girl Scout green*)

Description: 11pt, Calibri, Single Spaced, Shifted left, **bold any deadlines/dates**

Graphic/image (if any) attached as separate file.

Hyperlinks: underlined in blue

## 2016–17 E-Newsletter Content Deadlines & Send Dates

| Great News! (Click <a href="#">here</a> for Outlook reminders) |                              |
|--|------------------------------|
| Content Deadline   | Send Date                    |
| Tuesday, September 27, 2016                                    | Thursday, October 06, 2016   |
| Tuesday, October 25, 2016                                      | Thursday, November 03, 2016  |
| Tuesday, November 22, 2016                                     | Thursday, December 01, 2016  |
| Tuesday, December 27, 2016                                     | Thursday, January 05, 2017   |
| Tuesday, January 24, 2017                                      | Thursday, February 02, 2017  |
| Tuesday, February 21, 2017                                     | Thursday, March 02, 2017     |
| Tuesday, March 28, 2017  | Thursday, April 06, 2017     |
| Tuesday, April 25, 2017  | Thursday, May 04, 2017       |
| Tuesday, May 23, 2017  | Thursday, June 01, 2017      |
| Tuesday, June 27, 2017   | Thursday, July 06, 2017      |
| Tuesday, July 25, 2017   | Thursday, August 03, 2017    |
| Tuesday, August 29, 2017                                       | Thursday, September 07, 2017 |

| Great Friends (Click <a href="#">here</a> for Outlook reminders) |                              |
|--|------------------------------|
| Content Deadline   | Send Date                    |
| Tuesday, October 11, 2016  | Thursday, October 20, 2016   |
| Tuesday, November 08, 2016                                       | Thursday, November 17, 2016  |
| Tuesday, December 06, 2016                                       | Thursday, December 15, 2016  |
| Tuesday, January 10, 2017  | Thursday, January 19, 2017   |
| Tuesday, February 07, 2017                                       | Thursday, February 16, 2017  |
| Tuesday, March 07, 2017  | Thursday, March 16, 2017     |
| Tuesday, April 11, 2017  | Thursday, April 20, 2017     |
| Tuesday, May 09, 2017  | Thursday, May 18, 2017       |
| Tuesday, June 06, 2017   | Thursday, June 15, 2017      |
| Tuesday, July 11, 2017   | Thursday, July 20, 2017      |
| Tuesday, August 08, 2017   | Thursday, August 17, 2017    |
| Tuesday, September 12, 2017                                      | Thursday, September 21, 2017 |

| Troop Level News (Click <a href="#">here</a> for Outlook reminders) |                            |
|---|----------------------------|
| Content Deadline  | Send Date                  |
| Tuesday, October 11, 2016   | Thursday, October 27, 2016 |

|                             |                              |
|-----------------------------|------------------------------|
| Tuesday, November 08, 2016  | Thursday, November 24, 2016  |
| Tuesday, December 06, 2016  | Thursday, December 22, 2016  |
| Tuesday, January 10, 2017   | Thursday, January 26, 2017   |
| Tuesday, February 07, 2017  | Thursday, February 23, 2017  |
| Tuesday, March 07, 2017     | Thursday, March 23, 2017     |
| Tuesday, April 11, 2017     | Thursday, April 27, 2017     |
| Tuesday, May 09, 2017       | Thursday, May 25, 2017       |
| Tuesday, June 06, 2017      | Thursday, June 22, 2017      |
| Tuesday, July 11, 2017      | Thursday, July 27, 2017      |
| Tuesday, August 08, 2017    | Thursday, August 24, 2017    |
| Tuesday, September 12, 2017 | Thursday, September 28, 2017 |

| Future Focus (Click <a href="#">here</a> for Outlook reminders) |                             |
|---|-----------------------------|
| Content Deadline  | Send Date                   |
| Tuesday, September 27, 2016                                     | Tuesday, October 04, 2016   |
| Tuesday, October 11, 2016                                       | Tuesday, October 18, 2016   |
| Tuesday, October 25, 2016                                       | Tuesday, November 01, 2016  |
| Tuesday, November 08, 2016                                      | Tuesday, November 15, 2016  |
| Tuesday, November 22, 2016                                      | Tuesday, December 06, 2016  |
| Tuesday, December 13, 2016                                      | Tuesday, December 20, 2016  |
| Tuesday, December 27, 2016                                      | Tuesday, January 03, 2017   |
| Tuesday, January 10, 2017                                       | Tuesday, January 17, 2017   |
| Tuesday, January 24, 2017                                       | Tuesday, February 07, 2017  |
| Tuesday, February 14, 2017                                      | Tuesday, February 21, 2017  |
| Tuesday, February 28, 2017                                      | Tuesday, March 07, 2017     |
| Tuesday, March 14, 2017   | Tuesday, March 21, 2017     |
| Tuesday, March 28, 2017   | Tuesday, April 04, 2017     |
| Tuesday, April 11, 2017   | Tuesday, April 18, 2017     |
| Tuesday, April 25, 2017   | Tuesday, May 02, 2017       |
| Tuesday, May 09, 2017   | Tuesday, May 16, 2017       |
| Tuesday, May 23, 2017   | Tuesday, June 06, 2017      |
| Tuesday, June 13, 2017  | Tuesday, June 20, 2017      |
| Tuesday, June 27, 2017  | Tuesday, July 04, 2017      |
| Tuesday, July 11, 2017  | Tuesday, July 18, 2017      |
| Tuesday, July 25, 2017  | Tuesday, August 01, 2017    |
| Tuesday, August 08, 2017  | Tuesday, August 15, 2017    |
| Tuesday, August 22, 2017  | Tuesday, September 05, 2017 |
| Tuesday, September 12, 2017                                     | Tuesday, September 19, 2017 |

| Service Unit Team Updates<br>(Click <a href="#">here</a> for Outlook reminders) |                            |
|---|----------------------------|
| Content Deadline  | Send Date                  |
| Tuesday, October 11, 2016   | Friday, October 14, 2016   |
| Tuesday, October 25, 2016   | Friday, October 28, 2016   |
| Tuesday, November 08, 2016  | Friday, November 11, 2016  |
| Tuesday, November 22, 2016  | Friday, November 25, 2016  |
| Tuesday, December 06, 2016  | Friday, December 09, 2016  |
| Tuesday, December 20, 2016  | Friday, December 23, 2016  |
| Tuesday, January 10, 2017   | Friday, January 13, 2017   |
| Tuesday, January 24, 2017   | Friday, January 27, 2017   |
| Tuesday, February 07, 2017  | Friday, February 10, 2017  |
| Tuesday, February 21, 2017  | Friday, February 24, 2017  |
| Tuesday, March 07, 2017   | Friday, March 10, 2017     |
| Tuesday, March 21, 2017   | Friday, March 24, 2017     |
| Tuesday, April 11, 2017   | Friday, April 14, 2017     |
| Tuesday, April 25, 2017   | Friday, April 28, 2017     |
| Tuesday, May 09, 2017   | Friday, May 12, 2017       |
| Tuesday, May 23, 2017   | Friday, May 26, 2017       |
| Tuesday, June 06, 2017  | Friday, June 09, 2017      |
| Tuesday, June 20, 2017  | Friday, June 23, 2017      |
| Tuesday, July 11, 2017  | Friday, July 14, 2017      |
| Tuesday, July 25, 2017  | Friday, July 28, 2017      |
| Tuesday, August 08, 2017  | Friday, August 11, 2017    |
| Tuesday, August 22, 2017  | Friday, August 25, 2017    |
| Tuesday, September 05, 2017   | Friday, September 08, 2017 |
| Tuesday, September 19, 2017   | Friday, September 22, 2017 |

| Nuts (see “Calendar Event Files” in Marketing Projects folder for Outlook reminders)<br>NOTE: Content must be approved by Teri Proffitt. |                         |
|--|-------------------------|
| Content Deadline   | Send Date               |
| Tuesday, Aug. 23, 2016   | Tuesday, Sept. 6, 2016  |
| Tuesday, Sept. 13, 2016  | Tuesday, Sept. 27, 2016 |
| Tuesday, Sept. 20, 2016  | Tuesday, Oct. 4, 2016   |
| Tuesday, Oct. 4, 2016  | Tuesday, Oct. 18, 2016  |
| Tuesday, Oct. 25, 2016   | Tuesday, Nov. 8, 2016   |
| Tuesday, Nov. 8, 2016  | Tuesday, Nov. 22, 2016  |

| Cookies (Click <a href="#">here</a> for Outlook reminders)<br>NOTE: Content must be approved by Teri Proffitt. |                            |
|--|----------------------------|
| Content Deadline   | Send Date                  |
| Tuesday, December 06, 2016   | Tuesday, December 13, 2016 |
| Tuesday, January 03, 2017  | Tuesday, January 10, 2017  |
| Tuesday, January 17, 2017  | Tuesday, January 24, 2017  |
| Tuesday, January 24, 2017  | Tuesday, January 31, 2017  |
| Tuesday, January 31, 2017  | Tuesday, February 07, 2017 |
| Tuesday, February 07, 2017   | Tuesday, February 14, 2017 |
| Tuesday, February 14, 2017   | Tuesday, February 21, 2017 |
| Tuesday, February 21, 2017   | Tuesday, February 28, 2017 |
| Tuesday, February 28, 2017   | Tuesday, March 07, 2017    |
| Tuesday, March 14, 2017  | Tuesday, March 21, 2017    |

| Summer Camp (Click <a href="#">here</a> for Outlook reminders)<br>NOTE: Content must be approved by Annie Markowitz. |                          |
|--|--------------------------|
| Content Deadline   | Send Date                |
| Tuesday, April 11, 2017  | Tuesday, April 18, 2017  |
| Tuesday, May 09, 2017  | Tuesday, May 16, 2017    |
| Tuesday, June 13, 2017   | Tuesday, June 20, 2017   |
| Tuesday, July 11, 2017   | Tuesday, July 18, 2017   |
| Tuesday, August 08, 2017   | Tuesday, August 15, 2017 |